

MARICOPA COUNTY
DEPARTMENTAL QUARTERLY REPORT

Third Quarter Report, FY 1998-99
Financial Resources Management, Tom Manos, CFO

Real Estate Services

Goals	Accomplishments/Comments
1. Convert existing leased and owned land files from spread-sheets to Microsoft Access databases.	<ul style="list-style-type: none">• The leased and owned land files have been converted to Access databases. Verification of transfer of data is complete and we now are full integrated.
2. Bring data current and revise formats, add more information.	<ul style="list-style-type: none">• Temporary employee is currently reviewing files and verifying information contained in the converted database. New information fields have been added to the database and a total of eight report formats have been created.
3. Submit records retention and disposal plan to State.	<ul style="list-style-type: none">• Plan is nearly complete and will be submitted for approval.
4. Submit large-scale floor plans and surveys to FEMD for storage and create a data-base of drawings sent.	<ul style="list-style-type: none">• A database has been created and the labeled plans and surveys will be sent to FMD.
5. Revise lease agreement form to update stipulations with the market and address issues that in the past have been points of contention.	<ul style="list-style-type: none">• Examples of leases and revisions have been submitted to County Attorney's Office for review. They will assist in drafting a new lease form. No change at this time
6. Create vehicle to auction surplus real estate either through an IGA with MCDOT or FCD or an RFP with out-side vendors.	<ul style="list-style-type: none">• Preliminary information on structuring RFP's and research into vendors has begun. This should be completed by 4th quarter of this fiscal year. No change at this time.
7. Re-establish the Space Allocation Committee.	<ul style="list-style-type: none">• The entire Management Team has been enlisted to focus on short term needs and year 2020 plans. The planning process is on-going and both short term and long term plans are being developed. A charrette to plan the regional centers is planned for May 1,1999.
8. Comparisons with other governmental real estate programs; footage leased, average rates, contracts and resources.	<ul style="list-style-type: none">• Not commenced at the date of this report.
9. Comparison of increased productivity. Creation of work flow calendar to deal with variation in work load for better customer satisfaction.	<ul style="list-style-type: none">• Some preliminary planning has taken place using Head Start leases.
10. Continue to pursue longer-term contracts to benefit users through lower rates and reduce workload.	<ul style="list-style-type: none">• Due to the Management Team planning process this policy will be modified to comply with the short term needs and upon completion of the planning process will be reviewed for applicability with future needs.